



# FIRST UNITARIAN UNIVERSALIST SOCIETY OF ALBANY

## RENTAL GUIDELINES

**All use of the building must comply with all applicable federal, state and local laws and ordinances, including necessary licenses.**

**Admission to the Facility** Rental events are not to be open to the general public, unless specifically provided for as part of the *RENTAL CONTRACT*.

**Alcoholic Beverages** Alcoholic beverages may only be served if stipulated in the *RENTAL CONTRACT* and in compliance with state and local law. Alcoholic beverages may not be stored on AUU premises either before or after an event.

**Announcements/Publicity** Any event announcements or advertising by other than a AUU affiliated group or AUU sponsored event is to identify the location as *Room Name* (e.g. *Community Hall, Channing Hall*), 405 Washington Avenue, Albany. If the AUU name is used for a non-affiliated group, or unsponsored event, any material on which it is used must make clear that the event is not sponsored by AUU.

**Applications** Rentals by individuals and non-AUU groups require a signed *RENTAL APPLICATION* submitted to the Church Administrator or Rental Agent. Rental arrangements are not final until the *RENTAL APPLICATION* is approved, and a *RENTAL CONTRACT* is signed. Groups requiring long-term, ongoing use of the facilities must submit a new application and contract yearly and keep the office informed of changes desired during the year.

**Certificate of Insurance** All renters must provide a certificate of insurance. If an event includes the services of a caterer, professional deejay, or other vendor, they too must provide certificates of insurance.

**Children** Persons under the age of 18 *must* be supervised by an adult at all times. If childcare is to be provided, a separate room must be reserved for that purpose. There is a strict ratio policy here at AUU for every child.

**For every child under the age of 2 there must be an adult**

**For every 6 children older than the age of 2 there must be an adult**

**Cleaning** Unless cleaning is provided for in the *RENTAL CONTRACT*, all users are expected to leave the facilities as they found them. Including the following:

- All furniture and classroom objects must be returned to the locations indicated on the diagram posted outside of each room. Care must be taken to protect any

projects the school children are working on and display items (e.g. bulletin boards).

- Permission to move furniture into, out of or between rooms must be obtained from the Rental Agent and rooms must be restored to the way they were found.
- All leftover food, beverages, utensils, decorations and supplies **must be removed at the end of the event**. All food garbage needs to be bagged and, if a small amount, taken to the kitchen garbage or, if a large amount, to the garbage cans on West Street.
- **Leave rooms neat - wipe up spills, sweep up crumbs, pick up paper and cups, remove tape from walls, etc.**

AUU is not responsible for any equipment, supplies or other materials left on premises before, during or after the event.

**Displays and Decoration** To avoid extra clean-up charges, please use only non-permanent (“painter’s”) tape to attach displays and decorations to smooth walls. Attach nothing to the stucco walls in Community, blackboards or other easily damaged surfaces. Do not use sequins or glitter; and avoid using markers to write on pages stuck to walls.

**Keys** When key fobs to the building are issued, a key fob deposit will be charged (see *RENTAL FEE SCHEDULE*). Fobs may be signed out during church office hours up to three (3) business days before the event. When the key fob is returned, the deposit will be returned.

**Payment** As specified in the *RENTAL FEE SCHEDULE* and with the exclusions provided for by being on the *EXPERIENCED RENTERS LIST*, a deposit is required at the time an event is scheduled. If cancellation occurs more than 30 days before the date of the event, the deposit will be returned. If the event is cancelled 30 days or less before the event date, the deposit will be forfeited. Once the event takes place this deposit will be credited to the rental fee.

- Four separate fees (rental deposit, fob/key deposit(s) (if required), security deposit and rental) constitute complete payment. **Full payment is due one week before the event, unless other arrangements are made.**

**Piano and Organ** Use of a piano or organ requires permission of the Music Director or Music Committee Chair. If piano tuning is desired, it will be performed by a person chosen by AUU and at the expense of the renter. Except when the piano is included in the *RENTAL CONTRACT*, the protective cover must remain on the piano.

**Rental Contract** Following approval of the *RENTAL APPLICATION*, and one week before the event (unless other arrangements are made), a *RENTAL CONTRACT* specifying all space requirements, additional services and associated charges must be signed by the renter and the complete rental fee must be paid. Renters may use only the rooms contracted for and are not permitted to occupy or borrow furniture or equipment from other rooms without permission.

**Room capacity** Maximum capacities listed on the *RENTAL APPLICATION* are not to be exceeded.

**Security** Doors may **not** be unlocked or propped open. Renters must station a person at the door to let people in.

When the rental ends, before leaving, the renter is expected to:

- turn off lights, if they are the last to leave the building
- turn off electrical appliances including, window a/c and stove fan
- make sure all persons involved with the rental have left the building
- be sure all doors are locked.

**Security Deposit** All renters not sponsored by the Social Responsibilities Council or on the *EXPERIENCED RENTERS LIST*, are required to post a security deposit. The security deposit will be held for seven (7) days after the event. The way in which you leave the space will be the basis on which the security deposit will be returned: Costs incurred to repair damages to the building, its contents and surroundings, extra cleaning and other reasonable costs as determined by the Society **will be deducted from the security deposit**. Liability for the cost of damages is not limited to the amount of the security deposit and the deposit is *not* part of the reservation or rental fees.

**Smoking** Smoking is not permitted inside any of the facilities.